



**OFFICE OF THE CHIEF PROCUREMENT OFFICER
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018
CHICAGO, ILLINOIS 60602-1375
(312) 603-5370

THIS PURCHASE ORDER NUMBER
MUST APPEAR ON ALL PACKAGES,
INVOICES, SHIPPING PAPERS AND
DROP SHIPMENTS.

PURCHASE ORDERED ISSUED TO
80318

Neopost Inc
120 N LaSalle Ste 800
Chicago IL 60602

DATE
4/3/2015
F.O.B. POINT

PURCHASE ORDER NO.
191704 - 000- OP
REQUISITION NO.
00116176 OR

COOK COUNTY FEIN: 36-6006541
ILLINOIS SALES TAX EXEMPT: E-9998-2013-04
FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K

SHIP TO Social Casework Dept - Circuit Court Ad
Criminal Justice Administration Bldg.
2650 S. California Ave RM 901
CHICAGO IL 60608-5146

DELIVERY INSTRUCTIONS

Mary Rose Heffernan 773 674-
6027

DEPT NO

5411827

Page 1 of 1

| LINE | FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE | QUANTITY/ UOM | UNIT PRICE | EXTENDED PRICE | ACCOUNT NUMBER |
|-------------------------|---|------------------|---------------|-------------------|-------------------|
| 1.00 | Lease (11) postage machines Contract No. 1526-14348 In 360 W//5lb Scale Annual Lease Eleven (11) low volume postage meters and basic scale that allows to weigh, rate, post and track mail with accuracy. Also include hardware, software, maintenance and meter rental cost and installation. Postage reset and yield of price ink should be included in the agreement. Rate change should be included. Low volume postage machines should be able to apply postage up to 45 pieces per minute. Should be able to process various sizes for envelopes up to 11"X13" and seal envelopes. Postage refill will be available by Postage by Phone System (user responsibility). Scale should be included. | 11.00 EA | 1,095.1100 | 12,046.21 | 5411827.550020 |
| 2.00 | Lease (1) postage machines IN 700 w/10lb Scale Annual Lease One (1) medium volume postage machine that allows for high processing speeds will also include hardware, software, maintenance, installation and meter rental cost. Medium volume postage machines should be able to automatically feed up to 3" stack mail seal and apply postage at up to 120 pieces per minute. Should be able to process various sizes of envelopes up to 11"X13". Postage refills will be available by Postage by Phone System (user responsibility). Scale should be included. ===== | 1.00 EA | 3,479.1600 | 3,479.16 | 5411827.550020 |
| ***** Total Order ***** | | | | 15,525.37 | |

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE CHIEF PROCUREMENT OFFICER

RECEIPT CERTIFICATION (FOR DEPARTMENT USE ONLY)

I hereby certify that I have received the goods/services reflected above and that the
items referenced are in full conformity with the purchase order/contract.

Authorized Signature:

Date:

I hereby certify that this purchase is in agreement with the requisition
on file authorizing the expenditure and is properly approved.
CHIEF PROCUREMENT OFFICER **Date:**

Shm E. M. 17 April 2015
CP

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

191704

Requisition # OR 116176 Contract # 1576-14348 Open Date

Ship To: 8001052 Social Casework Dept - Circuit
Criminal Justice Administration
2650 S. California Ave RM 9
CHICAGO IL 60608-5146

Delivery Instructions:
Mary Rose Heffernan
773 674-6027

Buyer Number
Bid/Sale Src Code
Business Unit
Internal Req Number
Board App Date & Item
Requisition Date
Date Needed

ESSR NCL
5411827
54510001
12/16/2014
12/16/2014

One Time Purchase Yes No Covers Need for months, Specific Period of time thru Prior Contract No. Expiration Date Emergency No.

Line #

Commodity Description

Bal. on Hand

Quantity UOM

Est. Unit Cost

Extended Cost

Business Unit and Object Account

1,000 962 LEASING OF MAIL MACHINE

< >

12.00 MO

200.0000

2,400.00

5411827 550020

To lease (12) postage machines, scales and postage meters for a (3) year agreement. One (1) medium volume postage machine that allows for high processing speeds will also include hardware, software, maintenance, installation and meter rental cost. Eleven (11) low volume postage meters and basic scale that allows to weigh, rate, post and track mail with accuracy. Also include hardware, software, maintenance and meter rental cost, and installation. Postage reset and yield of priceof ink should be included in agreement.

Rate change should be included.

Payment breakdown

2015-2016 Fiscal year (12 months)

12 mo @ \$200.00 = \$2400.00

2016-2017 Fiscal year (12 months)

12 mo @ \$200.00 = \$2400.00

2017-2018 Fiscal year (12 months)

12 mo @ \$200.00 = \$2400.00

Total amount for (3) year agreement \$7200.00.

Medium volume postage machines should be able to automatically feed up to 3" stack of mail seal and apply postage at up to 120 pieces per minute. Should be able to process various sizes of envelopes up to 11"x13". Postage refills will be available by Postage by Phone System. Scale should be included.

Low volume postage machines should be able to apply postage

CERTIFICATION

I hereby certify that the items and/or services above are necessary to the department for institution and that the cost of the items and/or services indicated above accurately reflect the specific line item budget and/or contract approved by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER

BUREAU or DEPARTMENT

ACCT #

DATE

BY

RECEIVED
OFFICE OF THE
PURCHASING AGENT
JAN -8 AM 11:04

Purchase Requisition Office of the Purchasing Agent Cook County of Illinois

Purchase Order Number

Requisition # **OR 116176** Contract #

Open Date

Ship To: 8001052 Social Casework Dept - Circuit
Criminal Justice Administrator
2850 S. California Ave RM 9
CHICAGO IL 60608-5146

Supplier: 299999 TEAM LEAD MAILBOX

Buyer Number
Bid/Sole Src Code
Business Unit
Internal Req Number
Board Apr Date & Item
Requisition Date
Date Needed

One Time Purchase Yes No Covers Need for months. Specific Period of time thru

Prior Contract No.

Expiration Date

Emergency No.

Line # Commodity Description

Bal on Hand

Quantity UOM

Est. Unit Cost

Extended Cost

Business Unit and Object Account

up to 45 pieces per minute. Should be able to process various sizes for envelopes up to 11"x13" and seal envelopes.
Postage refill will be available by Postage by Phone System.
Scale should be included

Total of Items Ordered

2,400.00

CERTIFICATION

I hereby certify that the items and/or services above are necessary to the department (or institution) and that the dept. no., account, & activity numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT #

DATE

BY

REQUISITIONER

BUREAU or DEPARTMENT HEAD